

Kaua‘i Community College
Curriculum Committee Guidelines
Revised October 1, 2015

Relation to the Faculty Senate

The Curriculum Committee is a sub-committee of the Faculty Senate.

Composition

The curriculum Committee will consist of representatives from the Business Education, Health Education, Language, Arts, and Humanities, Science and Mathematics, and Trade Technology Divisions; a counselor from Student Services; a coordinator from the Office of Continuing Education and Training; a representative from Academic Support; and a representative from ASUH-KCC. These members will have voting rights.

The Curriculum Committee will also include the Vice Chancellor for Academic Affairs (VCAA), the Educational Specialist from the VCAA’s Office, and the Registrar. As ex-officio members of the committee, they will not have voting rights.

Recommendations for additional Curriculum Committee members will be forwarded to the Faculty Senate for approval.

Committee Leadership

Selection of Chair/co-Chairs:

The Curriculum Committee will elect either a single chair or two co-chairs. If two co-chairs are selected, at least one of the co-chairs must be a member of the teaching faculty. Co-chairs do not serve as voting representatives of their division. Therefore, the division will send a voting representative in this case.

Terms and Election Schedules:

Chairs or co-chairs are elected for two-year terms. The elections should take place before the Fall Semester schedule is finalized because teaching equivalence credits are involved.

Teaching Equivalence Credits

A total of six credits of teaching equivalence each semester will be awarded to the Curriculum Committee chair. If two co-chairs are selected, then each co-chair shall have three credits of teaching equivalence each semester.

Conduction of Meetings

Curriculum Committee chair will preside at the meetings. If two co-chairs are selected, then the co-chairs will determine which one will preside at meetings. The co-chair presiding at the meeting does not vote.

Voting

All division representatives vote. When a co-chair's division cannot send an additional member to serve as a representative, the co-chair may become the division representative and vote. This exception must be approved by the voting members of the committee.

In the event of a tie vote, the non-presiding co-chair will vote to break the tie. This responsibility passes to the presiding co-chair only if the non-presiding co-chair is serving as a division representative due to the exception discussed above.

Duties of the Chair/co-Chairs

Either the chair or one of the co-chairs will represent the committee on the College Council and at other appropriate events (e.g. Faculty Senate meetings, etc).

Either the chair or one of the co-chairs will submit an annual report to the Faculty Senate Executive Committee by the end of the academic school year but no later than the first Faculty Senate meeting of the new academic school year.

Quorum

A quorum will be a majority of the voting committee members.

Operating Procedures

The role of the Curriculum Committee is to oversee matters pertaining to curriculum. As such, the Curriculum Committee:

1. At the course level
 - a. Provides instructions to the faculty on how to prepare a Course Outline (CO) for new courses, course modifications, and course reviews;
 - b. Reviews and approves COs for new courses, course modifications, and course reviews;

NOTE: It is the instructor's and division's responsibility to: (1) fill out the COs as accurately and completely as possible (including checking for grammar, spelling, and punctuation errors) and (2) follow through with the required corrections in a timely manner. The Curriculum Committee's responsibility is to review the COs and ensure that all of the questions in the CO were answered appropriately, including but not limited to prerequisites, how the course fits in the program, division, campus, system, etc.

c. Reviews status of curriculum; and

i. inactive courses

ii. current courses

The divisions will determine which courses will be reviewed each year, so long as all courses are reviewed over a five-year cycle.

Each discipline will review its own courses, ensuring the accuracy of the core outlines, their academic rigor and integrity, and the continued articulation of the courses with system colleges, if applicable.

If the course under review needs to be modified, normal processes for course modification will be completed that semester. The division representative will present the course changes.

d. Deletes courses

2. At the program level

a. Reviews and approves new programs and program changes;

b. Reviews and approves program stop outs and terminations of programs; and

c. Reviews degrees and certificates from campus and system perspectives

3. In general

a. Looks at campus wide pedagogical directions;

b. Recommends professional development related to curriculum and pedagogy;

c. Provides input on catalog and website relative to curriculum;

d. Annually reviews the operating procedures, goals, and actions of the Curriculum Committee; and

e. Meets with the appropriate committees to

i. review curriculum procedures relative to data and assessment

ii. look at the Assessment Committee's directions

Deadlines for Program Action Requests and/or Course Outlines

The Curriculum Committee will determine the deadline for Program Action Requests (PARs) and/or Course Outlines (COs) for the Fall and Spring semesters. The reason for the deadlines is to insure that the PARs and/or COs are approved, scheduled, entered into Banner, and submitted to the printer for the General Catalog in a timely manner.

Support to the Committee

The VCAA's Office will provide appropriate staff support to the committee, including clerical support pertaining to committee meetings, data entry and the maintenance of records for programs and courses.

The records for programs and courses may include but are not limited to COs, PARs and course syllabi.

1. COs and PARS

The VCAA's Office will file the approved COs and PARs since they are the only official course and program documents. Division Office Assistants also maintain a file of COs for their division. Please see the Division Office Assistants if you need to review the course history.

2. Course Syllabi

The course syllabi will be used for the following purposes:

- a. To meet the request from other colleges for a particular course when a student seeks to transfer;
- b. To give to new faculty so that they can use models to assist them in their own course syllabus; and
- c. To be available on the College's website in the near future.

The VCAA's Office also maintains the course syllabi by semesters. Instructors are asked to submit their course syllabi electronically each semester to the VCAA's secretary. Instructors should also submit the syllabi to their Division Office Assistants, who will maintain a separate division file of course information.